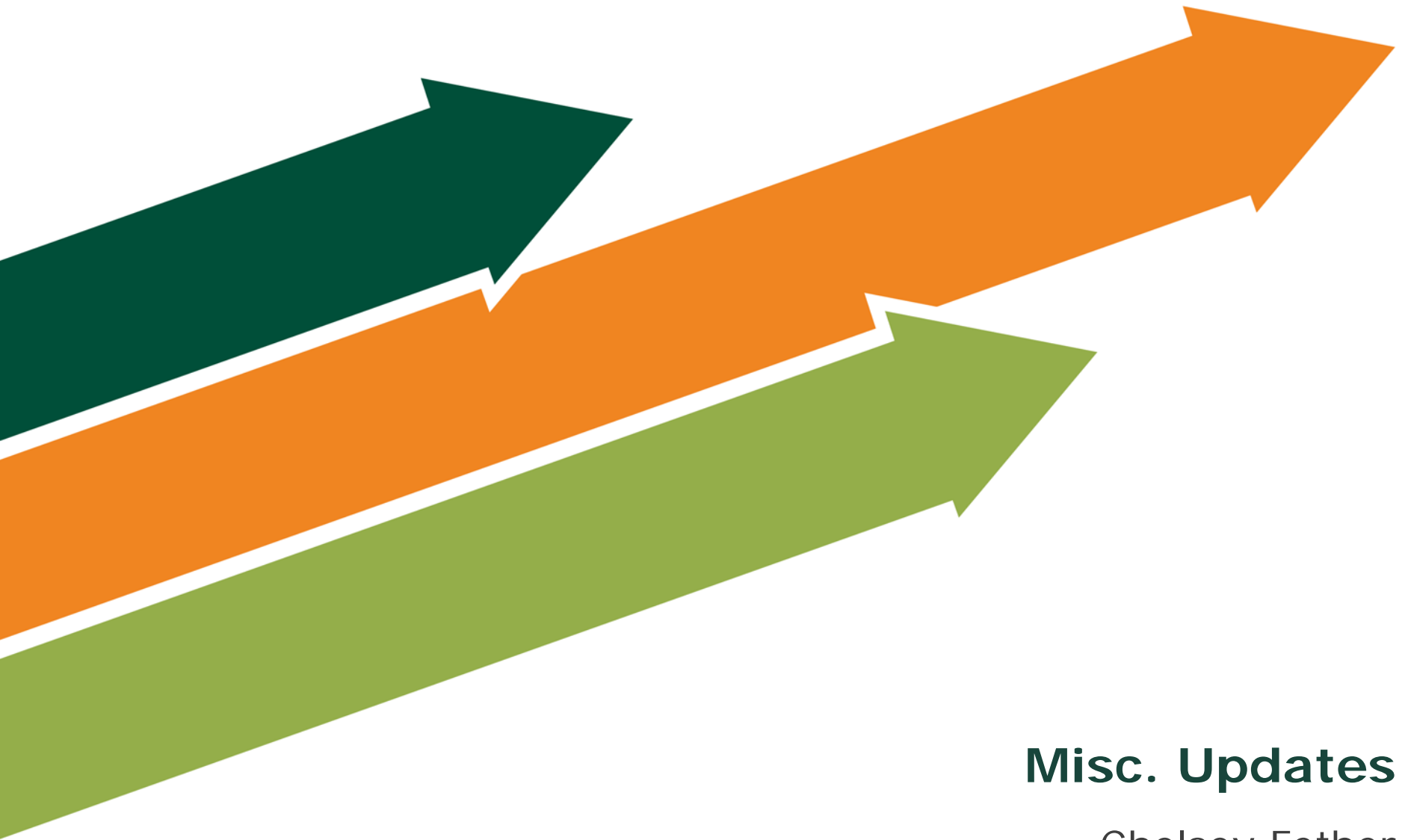# HRConnect

Wednesday, July 27, 2022

9 a.m. – 10:30 a.m.

Microsoft Teams

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Misc. Updates

Chelsey Fether

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HRConnect Survey

- 3-Question survey about your preferences for future HRConnect meetings
  - Modality (webinar, virtual meeting, hybrid in-person)
  - Time of day
  - Location for in-person portion of hybrid meeting
- Use link in chat to take survey now
- If accessing from slides after meeting:
  - Take survey here

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2022 HRConnect

- August Meeting
  - Wednesday, August 31
  - Details to come

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HR Compliance Update

Cheleane Clerkley

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HR Compliance Update

Updates: I-9 Training

Form I-9 Refresher Training Reminder
Annual I-9 Reports
I-9 Training

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Compliance Team Updates:

Reminder:

Form *I-9 Refresher Training:*

- I-9 Refresher Training due 365 days from when the initial training was completed

- Reminder emails sent 30 days before the Refresher Training is due

- Prerequisite I-9 Compliance Initial Training

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Compliance Team Updates:

I-9 Annual Reports:

- Annual reports this year will only be sent to MAU HR Reps.

- It has been a rough two years with COVID and the many implications it has brought with I-9 completion.

- With that in mind, a lot of factors (such as issues with Equifax, remote I-9, disappearing Section 1) including COVID impacted the university numbers.

- We will be working collaboratively with units to help increase our compliance rate and add additional general or unit specific training.

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Compliance Team Updates:

Training

- HR Compliance Team with the Office for International Students and Scholars (OISS) is offering two (2) I-9 Training Sessions.

- Both sessions will cover the same content, there is no variance in the material that will be covered.

- Registration is not required to attend the training, held via Microsoft Teams Live Event at the links below

  - **Tuesday, Aug. 16, 2022 9am-11am:** I-9 Training Session 1

  - **Thursday, Aug. 18, 2022 1pm-3pm:** I-9 Training Session 2

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Compliance Team Updates:

Youth/Volunteer Forms

- All forms need to be completed in their entirety

  - Section 1 is for the program coordinator

  - Section 2 is for the volunteer

- Links to updated CBC forms can be located under Criminal Background Check (CBC) Authorization Forms on the HR website

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Questions?

Cheleane Clerkley

chambe78@hr.msu.edu

517-884-0131

Compliance Team:

cbc@hr.msu.edu

HR.I9Admin@hr.msu.edu

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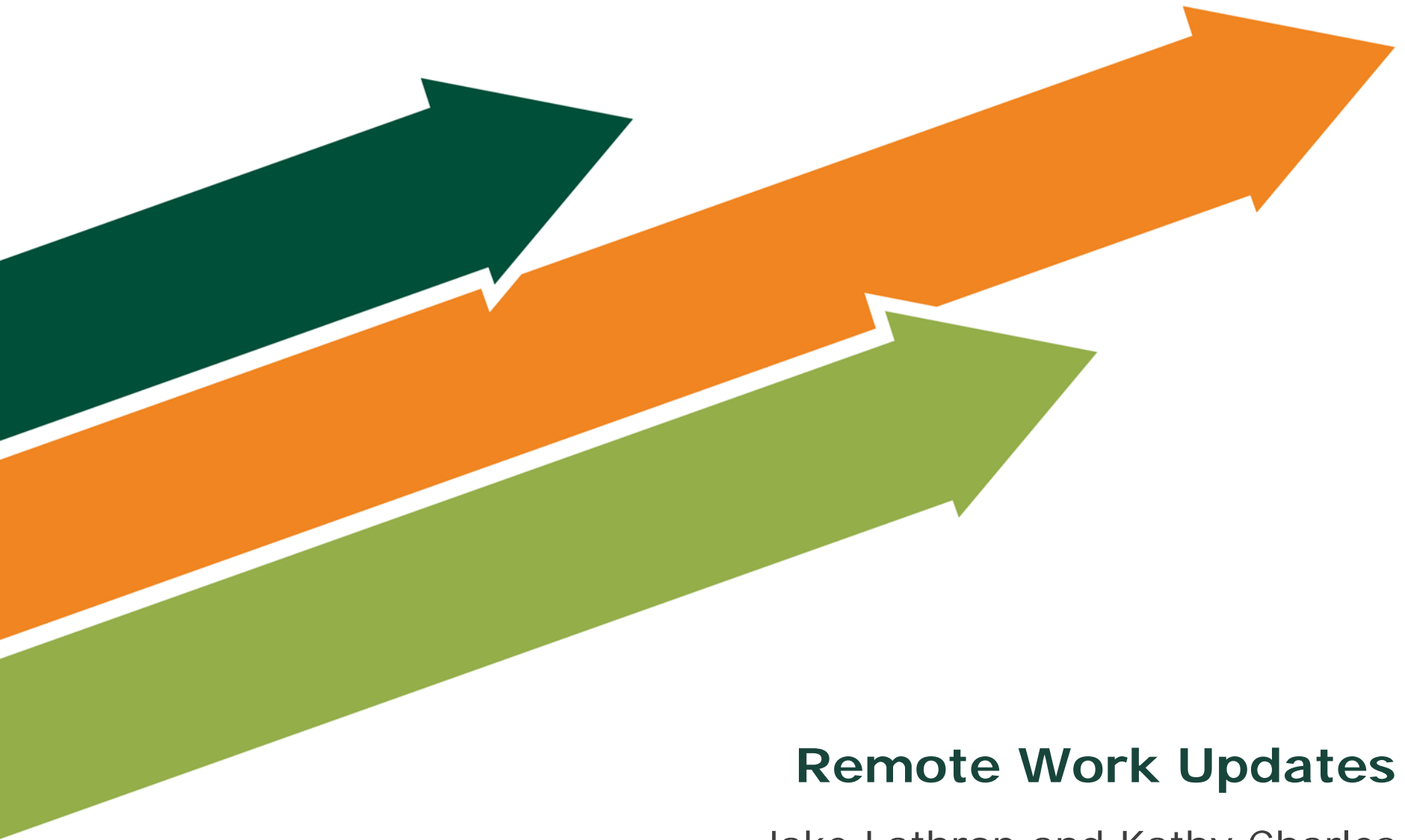
Remote Work Updates

Jake Lathrop and Kathy Charles

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Questions?

Contact your respective MAU HR Representative or reach out to SolutionsCenter@hr.msu.edu.

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New Support Staff Reclassification Form

Alice Smith

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Reclassification Process

- Department recognizes change in the work/duties being performed by an incumbent and may be working outside of their current classification.

- Department submits a request to Classification Team to review duties for recommendation of classification change.

- Classification Team reviews incumbent's work being performed and provides recommendation of the appropriate classification to the department that could result in a promotion, lateral or demotion in classification level.

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Current Reclassification Form

- The current Reclassification Form is:

    - A fillable PDF form that only works in Internet Explorer

    - Allows department to complete information to request a change in classification

    - Pulls in only current attributes of incumbent's current classification, supervisor, working hours and location

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Current Reclassification Form

- The current Reclassification Form does not:

  - Enforce information to be entered into the form

  - Allow more than 253 characters to describe the work in each line item

  - Pull in current funding for the incumbent

  - Calculate new hourly/salary wage based on contractual obligations

  - Enforce supervisory relationships for APSA classifications

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"Connecting the Dots"

- Classification Team recognized the difficulty in the current Reclassification Form regarding:

  - Information needed to provide recommendations to department
  - How to fill out the form correctly
  - What information is required to process the request
  - Contractual obligations and MAU Authorized signer requirements

- Microsoft Internet Explorer is no longer supported as of Summer of 2022

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New Reclassification Form

The New Reclassification Form will have the ability to:

- Open in Microsoft Edge, Chrome, Firefox, and Safari

- Allow Department to fill in all information needed to request change in classification (Current)

- Pulls in current attributes of incumbent's current classification, supervisor, working hours and location and requested classification attributes (Current/New)

- Enforce information to be entered into the form (New)

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New Reclassification Form

The New Reclassification Form will have the ability to:

- Allow more than 500 characters to describe the work in each line item (New)

- Pull in current funding for the incumbent (New)

- Automatically calculate new hourly/salary wage based on contractual obligations (New)

- Add supervisory relationships for APSA classifications (New)

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Start of New Reclassification Form

- The new form will be in EBS under the HR/Payroll Forms & Cost Redistribution Tab

- Select "Reclassify a Support Staff Employee" in the drop-down box.

HR/Payroll Forms & Cost Redistributions
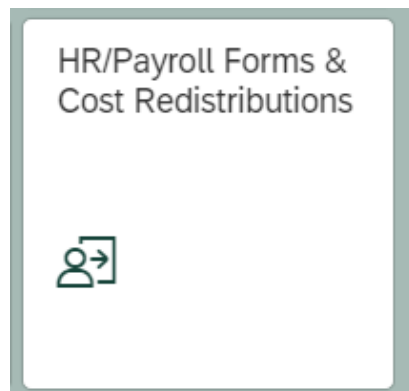
Forms Landing Page

Employee Processes

Select Employee Process: | Begin by choosing a process from this dro... ▼

Begin by choosing a process from this drop down
Create a New Appointment/Assignment
Change an Existing Appointment/Assignment
Display/Change an Employee's Cost Distribution
Display/Change an Employee's Pay Rate or Salary
Process a Leave of Absence or Leave Return
Terminate Employment
Process an AY Summer Appt for Faculty or Acad. Staff
Reclassify a Support Staff Employee
Additional Payment Form

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New Reclassification Form

The New Reclassification Form will start with requesting:

- PERNR of incumbent

- Requested Effective Date

New Reclassification Form cont.

The new form can be searched by:

- Name

- Personnel Number

- Organization Unit

- Organization Description

- ZPID

New Reclassification Form cont.

Next, select the correct assignment to process, as Support Staff may have more than one assignment. Verify:

- Perner
- Employee Name
- Employee Status
- Org Unit Name
- Job Id

- Job Title
- Employee Subgroup
- Payroll Area
- Employee Percentage

New Reclassification Form cont.

Once the assignment has been selected, search for the requested classification by Job ID.

This can be done by Job ID or the Job description of the classification.

New Reclassification Form cont.

After selecting the requested classification change, the form will move to the Organization data to be reviewed.

New Reclassification Form cont.

After the requested classification has been selected, the form will be viewed like the classification database listing the tabs :

- Personal Details
- Organization Data
- New Reporting Relationship
- Planned Working Time
- Description of Duties/Position Summary

- Pay and Cost Distribution
- Data Changes
- Ad Hoc Approvers & Acknowledgement
- Notes and Attachments
- PDF Saving Capability

New Reclassification Form cont.

New Reclassification Form cont.

- For APSA classifications, the department can add the employees the incumbent will be supervising within the form and automatically update the system once the reclassification has been approved.
- The employees can be searched by a subordinate lookup feature.

New Reclassification Form cont.

- After the details of the incumbent have been reviewed and the requested classification has been selected, a description of the new duties will need to be completed.

- Provide a brief summary of the work being performed. This is a generalized statement to describe the unit and the work being performed and the incumbent's duties that contribute to the unit's business.

New Reclassification Form cont.

Next, a breakdown of duties is needed. By selecting the plus sign at the bottom of the form, the department can add the description of duties the incumbent is performing. The duties should be between 5% and 45% in each line item totaling 100% of the incumbent's duties.

New Reclassification Form cont.

- After entering the duties, the next step is to verify the salary wages and the cost distribution.
- For salary wages (APA, APSA, POAM, Nurse) that have contractual increases, the form will calculate the appropriate amount based on the contractual amount within levels.

New Reclassification Form cont.

For hourly wages (CTU, SSTU, #1585, #274, #324), the form will display the range amounts for the requested level for the department to determine new hourly rate.

New Reclassification Form cont.

- The form will also generate the current cost distribution for the department to confirm and/or alter the funding.
- Should the funding be changed, the form will compute the new funding to verify the amount and percentage breakdown totals 100%.

New Reclassification Form cont.

If adding new funding account, the form will display the permissible funding fields needed including:

- Start date of funding
- End date of funding
- Fund (Account)
- WBS (Sub-Account)
- Cost Center (Sub-object)
- Order (Project Code)
- Functional Area (Org, Ref ID)

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New Reclassification Form cont.

Next step, the form will display the requested classification and Job ID change being selected and compare it with the classification and Job ID the incumbent is currently in.

New Reclassification Form cont.

- With the New Reclassification Form, the new MAU workflow and Executive Office workflow will automatically be invoked in the following scenarios:
    - Salary increases above the 5% or 10% contractual obligations for MAU approval.
    - Salary increases above 10% for President, Provost, EVPA or EVPHS approval.
- Ad-hoc users in workflow can also be used when necessary:

New Reclassification Form cont.

The last item on the New Reclassification form is if the department will need to communicate any additional information regarding the reclassification request and add any attachments needed such as:
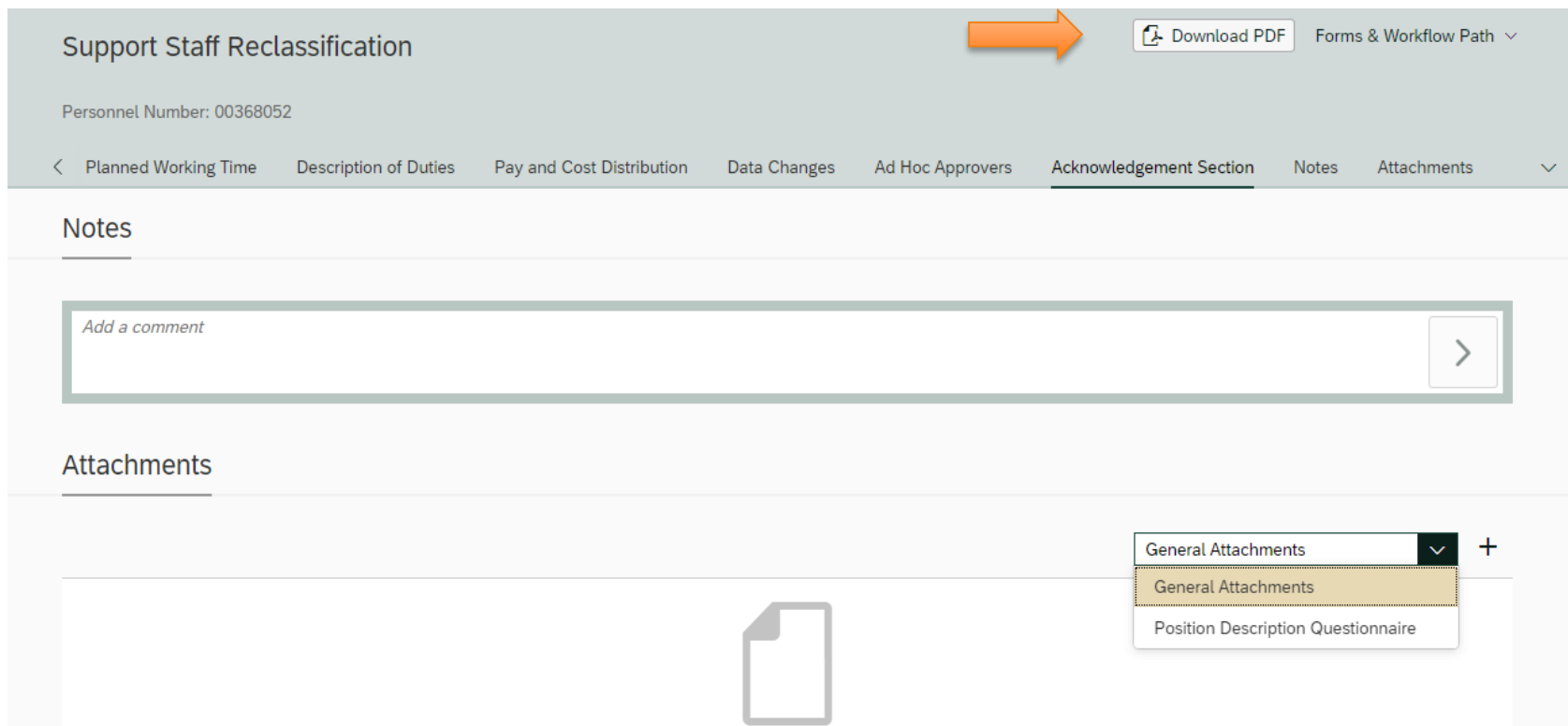
- Organizational charts,
- Position Description Questionnaires,
- Salary Justification letters
- Other supporting documentation information

New Reclassification Form cont.

Once the New Reclassification Form has been completed and is ready for submission, the department can download a PDF copy for their records.

New Reclassification Form cont.

The PDF will look very similar to the Staffing Request Form and include all attributes of the requested changes.

| MICHIGAN STATE UNIVERSITY | **Support Staff Position Reclassification Request** | Pernr: ██ Name: ██ | Initiator Name: EBSP Test Account 1 Process Ref #: 000000030845 |

Personal Data

| Title | | First Name ██ | | Last Name ██ |
| Suffix | | Preferred Name | | Middle Name |

Organization Assignment

Effective Date	07/01/2022		**Position ID**	30462250
Organization ID	10049299 - FACILITY FOR RARE ISOTOPE BEAMS			
Job Title	20003285 - FRIB Quality Engineer III			
Supervisor	██		**Payroll Area**	M1 - MSU: Monthly
Personnel Area	MSU1 MSU - US		**Personnel Subarea**	AP - Professionals
Employee Group	1 Union		**Employee Subgroup**	A7 - Salary Level 2

Planned Working Time

| **Work Schedule Rule** | Standard Salary Schedule | **Employment percent** | 100.00 |

Position Description

| **Position Summary (Basic Job Function)** | Functions as project leader in the design, fabrication, assembly, operation and maintenance of nuclear particle accelerators and related auxiliary equipment in order to contribute to the progress and direction ofthe laboratory. |

Description of Duties

Percentage	Description
45.00	Trains support staff in complex operational procedures and performs staff evaluations.
45.00	Trains support staff in complex operational procedures and performs staff evaluations.
10.00	Trains support staff in complex operational procedures and performs staff evaluations.

New Reclassification Form cont.

MICHIGAN STATE UNIVERSITY	**Support Staff Position Reclassification Request**	Pernr: Name ███	Initiator Name: EBSP Test Account 1 Process Ref #: 000000030845

Basic Pay and Cost Distribution

Minimum Salary/Rate	Maximum Salary/Rate	Desired Salary/Rate
58,859		50,871.08

Start date	End date	Account (Fund)	Sub-Account (WBS Element)	Sub-Object (Cost Center)	Project code (Order)	Org Red ID (Functional Area)
07/01/2022	12/31/9999	MSDS100275	NO_SUB-ACCOUNT			99999999

Supervisory Duties

Position ID	First Name	Last Name

If additional comments are necessary for workflow approval, please enter below.

Previous Comments
EBSP Test Account 150   06/23/2022 07:56:26
3 level increase auto cals 10%

New Comments

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Roll Out

- Communications to departments regarding the New Reclassification Form will sent out August 18th, 2022.
- New Reclassification Form will be available for use effective late August
- Training details coming soon

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Questions?

- HR.ClassComp@hr.msu.edu

- Alice Smith – smith541@hr.msu.edu or via Teams

- Jayme Miller – jmiller2@hr.msu.edu or via Teams

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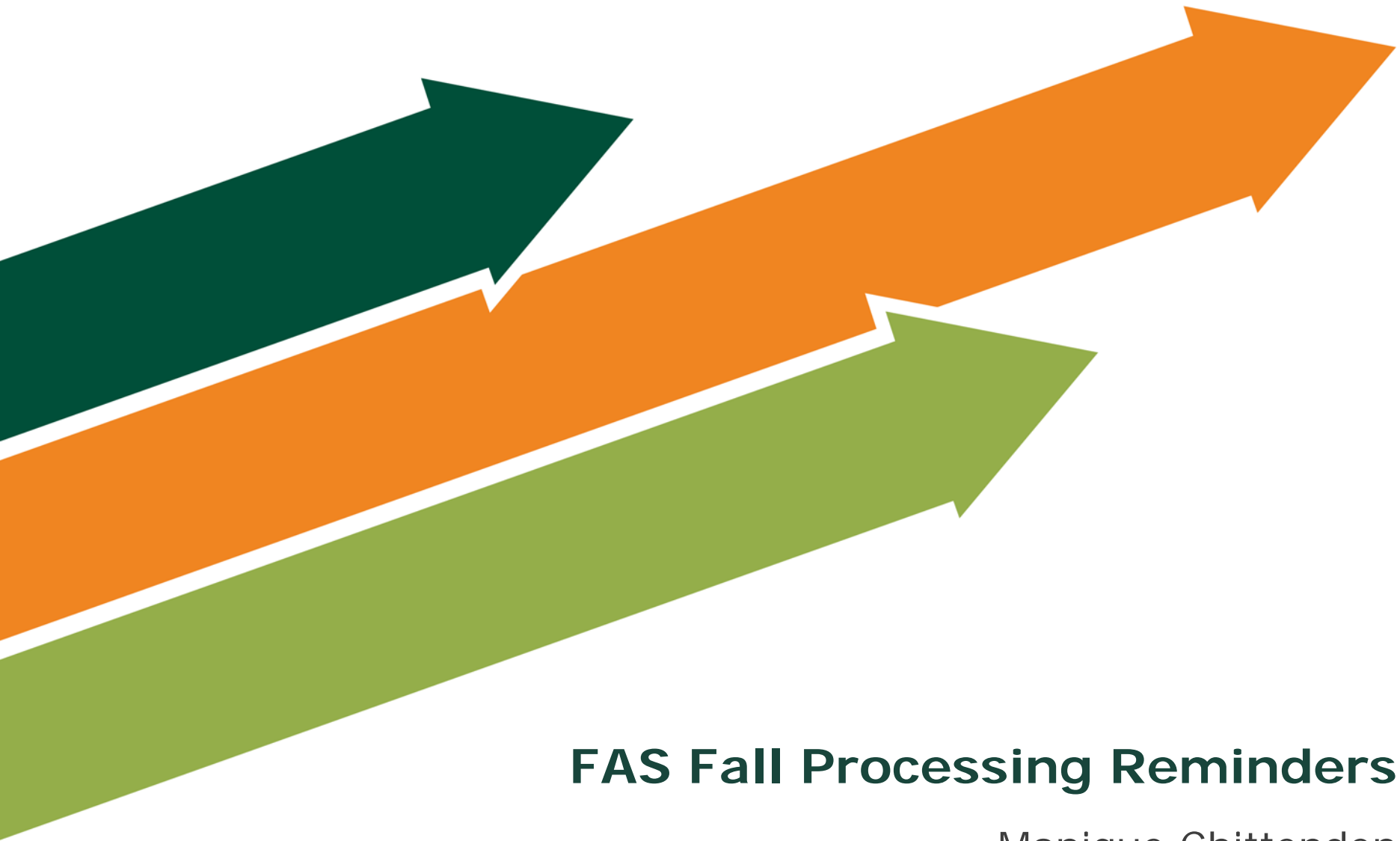
FAS Fall Processing Reminders

Monique Chittenden

Human Resources
MICHIGAN STATE UNIVERSITY

FAS Fall Processing Reminders

- **PageUp process reminders**
  - Complete the Academic Final Interview List Approval form and attach to the Posting before conducting final interviews.
  - Change the status of the applicants for final interview to "Interview List Sent to Compliance Panel (Compliance Panel Review)"
  - The job status should change to Interview to Compliance Review when clicking yes on the job status and then click the "Move Now" button
  - For questions on the steps to follow, please reference the staffing coordinator guide at the following link: https://hr.msu.edu/ua/pageuphelp/documents/staffing-coordinator-guide-fas.pdf

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FAS Fall Processing Reminders

- **After the background check is complete and the applicant has accepted the offer, please remember that a Hire action in EBS will also be needed.**
  - Here is where you will attach the required attachments, i.e. offer letter, FTM, FAS offer letter attachments, and HireRight background check meets company standards

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FAS Fall Processing Reminders

- **Reminder: COVID directive is required for all hires and rehires**
  - The document does need to show the signature below the directive
- **Payroll deadlines**
  - As a reminder, we will process forms in order received based on the payroll deadline. Please make sure to follow the HR Cutoff dates for the M1 and B1 payroll dates

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FAS Fall Processing Reminders

- **Completion of I-9 requirements**
  - For all employees, it is important for the I-9 to be completed, with section 2 to be completed no more than 3 days after the start date
  - Anyone who has a work authorization date, the I9 must be completed before we will approve the form in order for us to verify the work authorization date aligns with the appointment paperwork.

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Questions?

Monique Chittenden

speesmo@hr.msu.edu

Academic Operations

avphr.academicops@hr.msu.edu